



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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May 23, 2013

**SUBJECT:** Letter of Clarification No.1 Ground Penetrating Radar Services for the Public Works & Engineering Department

**REFERENCE:** Request for Proposal No. S37-T24616

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- To change the specifications as shown below:

1. Section 3.3, page 14, shall be amended to extend the deadline for unit testing from June 3, 2013 until June 24, 2013 and shall read as follows:

*Prior to submission of your Proposal, the Proposer shall perform a mandatory unit testing for COH. Unit testing may be scheduled anytime between May 20, 2013 and June 24, 2013 by contacting Gary Brant at Phone - 832-395-2941; Fax - 832-395-2985; brant.gary@houstontx.gov. In the event of inclement weather on initial scheduled test day, June 4, 2013 through June 7, 2013 shall be reserved for make-up scheduling.*

2. Section 4.5, Proposal Outline and Minimum Content Requirements, page 25, shall be deleted and revised to read as "RESERVED".
3. Section 8.1.19, Proposal Outline and Minimum Content Requirements, page 27, shall be deleted and revised to read as "RESERVED".
4. Section 1.0, EXHIBIT III, Sample Price Sheet/Fee Schedule, page 39 shall be amended to read as follows:

*If Proposer elects to offer both Option A and Option B, the Proposer must clearly label each price sheet being either Option A or Option B.*

5. Address #5 on the Location for Unit Testing List has been amended to read 4000 – 4200 East bound lanes not West as shown below:

~~4100-4200 Braeswood – West bound lane(s) – Key Map 532J~~

4000-4200 N. Braeswood – East bound lane(s) - Key Map 532J

*Partnering to better serve Houston*

LETTER OF CLARIFICATION 1  
PROFESSIONAL AUDITING SERVICES  
SOLICITATION NO. S37-T24616

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me.

*Joyce Hays*

Joyce Hays  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-8723

cc: File: T24616

Attachments: Revised pages 14, 25, 27, 39  
Revised Location for Unit Testing List

**END OF LETTER OF CLARIFICATION 1**

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**Council Members:** Helena Brown Jerry Davis Ellen Cohen Wanda Adams Dave Martin Al Hoang Oliver Pennington Edward Gonzalez James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford Jack Christie ~~Controller~~ Ronald C. Green

# **PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS**

## **SOLICITATION NO.: S37-T24616**

To simplify the review process and to obtain the maximum degree of comparability, the Proposal must follow the outline as set forth below and, at a minimum, contain the information as requested. Offeror(s) are encouraged to include additional relevant information.

### **1.0 TITLE PAGE:**

- 1.1 The title page should include the title and number of the RFP, name and address of the Offeror(s), and the date of the Proposal.

### **2.0 OFFER & SUBMITTAL FORM:**

- 2.1 PROPOSAL MUST BE SIGNED AND NOTORIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE PROPOSER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED AND THE TOTAL FIXED PRICE CONTAINED THEREIN SHALL REMAIN FIRM FOR A PERIOD OF ONE-HUNDRED EIGHTY (180) DAYS.

### **3.0 LETTER OF TRANSMITTAL:**

- 3.1 A letter of transmittal shall include the following:
  - 3.1.1 The names, titles, addresses, and telephone numbers of the individuals who are authorized to make representation on behalf of the Offeror.
  - 3.1.2 A statement that the per-unit proposed price and/or lump sum (if prices are proposed) is the total fixed price for the equipment and services enumerated.
  - 3.1.3 A statement that the person signing the letter of transmittal is authorized to legally bind the Offeror; that the Proposal and the total fixed price contained therein shall remain firm for a period of one hundred-eighty (180) days, and that the Proposal will comply with the requirements and arrangements stated in the RFP.

### **4.0 EXPERTISE/EXPERIENCE/QUALIFICATION STATEMENT:**

- 4.1 Provide a brief statement describing the Offeror's background information, history, resources and/or track record. If possible, the consultancy/consultant shall expand upon its qualifications and experience in the Public Sector. Please limit to ten (10) pages.
- 4.2 Provide an organizational chart of proposed staff roles, resumes, licenses, designations, certifications, as applicable, availability, highlights and tenure with consultancy.
- 4.3 Provide a high level project plan including phases, milestones, deliverables, and number of days after Notice to Proceed (NTP) that each task shall be accomplished. An example for the purpose of this submittal, shall read as (Milestone One shall be completed 30 days after NTP).
- 4.4 Provide a minimum of three references, preferably in the Public Sector.
- 4.5 RESERVED

### **5.0 PROPOSED STRATEGY AND OPERATIONAL PLAN:**

- 5.1 Provide a detailed description and methodology of the proposed plan for the RFP requirements, which should include, but not be limited to the following:
  - 5.1.1 A brief statement of the Offeror understanding of the work to be done; and

<p style="text-align: center;"><b>SPECIFICATIONS / SCOPE OF WORK</b> <b>SOLICITATION NO.: S37-T24616</b></p>
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**1.0 Introduction**

- 1.1 Many subsurface problems arise from erosion, broken water supply, drainage, and sewage pipes and may advance to the point of failure or “cave-ins” of the road surface between scheduled street surveys. The City of Houston (COH) needs to establish a survey schedule based on both total coverage of the entire City and focusing more frequent coverage of areas at high risk due to age and other surface conditions.

**2.0 Objective**

- 2.1 The COH is seeking to review the current state of art technology for assessing the subsurface conditions with a focus on the identification and characterization of voids. The COH will then proceed with options that would provide the COH with the best system to proactively identify subsurface voids that could be remediated prior to a catastrophic failure.

**3.0 Equipment/Services**

- 3.1 The proposed solution for the equipment and/or services shall enable the COH staff to detect and record any abnormalities beneath the surface of the pavements and enable the COH to determine their remaining service life and degree of rehabilitation needed before it becomes a major irregularity or cave-in occurs in the road surface. The Ground Penetrating Radar Services (GPR) pulse-echo mechanism needs to be such that it does not disrupt or restrict traffic movement or normal pavement activity.
- 3.2 The GPR range of accuracy for pavement layer thickness measurements shall meet the minimum industry standard.
- 3.2.1 The abnormalities need to be detected to a minimum depth of 36 inches under the surface of the road and Proposer shall provide a breakdown of depth options, costs associated with each option, and the total number of GPR units including software required to run the project at that depth.
- 3.2.2 The GPR mechanism must not interfere with any frequencies reserved by FAA or popular operating frequencies of commonly used devices and the readings should not be impacted by weather or road conditions.
- 3.2.3 Post processing of the data collected by the solution shall be available to COH staff. COH shall have full rights to data and software to run reports. GPR units shall be owned by COH and COH employees shall be fully trained to use the GPR units.
- 3.3 **Prior to submission of your Proposal, the Proposer shall perform a mandatory unit testing for COH. Unit testing may be scheduled anytime between May 20, 2013 and June 24, 2013 by contacting Gary Brant at Phone - 832-395-2941; Fax - 832-395-2985; brant.gary@houstontx.gov. In the event of inclement weather on initial scheduled test day, June 4, 2013 through June 7, 2013 shall be reserved for make-up scheduling.**
- 3.3.1 The unit testing shall include the collection of data using the proposed solution for a selected area provided by the COH not to exceed ten (10) locations, at **NO COST** to the COH.
- 3.3.2 The Proposer shall provide all labor, equipment, personnel, materials and supervision necessary to perform the unit testing.

<p><b>PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS</b> <b>SOLICITATION NO.: S37-T24616</b></p>
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- 8.1.10 List of References and List of Proposed Subcontractors (Exhibit I)
- 8.1.11 Pricing Form/Fee Schedule (Exhibit III) - Option A, Option B or Additional Services
- 8.1.12 Fair Campaign Ordinance Form "A" (Exhibit V)
- 8.1.13 Affidavit of Ownership or Control (Exhibit VI)
- 8.1.14 Drug Compliance Agreement Attachment "A" and Contractor's Certification of No Safety Impact Positions Attachment "C" (Exhibit VII)
- 8.1.15 Anti-Collusion Statement (Exhibit VIII)
- 8.1.16 Conflict of Interest Questionnaire (Exhibit IX)
- 8.1.17 City Contractors' Pay or Play Acknowledgement Form and Pay or Play Certificate Agreement (Exhibit X)
- 8.1.18 Hire Houston First Affidavit (Download Copy at <http://purchasing.houstontx.gov/index.shtml> and submit to MOBO via e-mail to [HHF-MOBO@houstontx.gov](mailto:HHF-MOBO@houstontx.gov) or fax to 832.393.0952) or submit copy with proposal.
- 8.1.19 RESERVED
- 8.1.20 An electronic copy showing how the GPR device operates is required as part of the submission.
- 8.1.21 Completed Appendix B – GPR Category/Criteria Checklist.
- 8.1.22 Report of the unit testing.
- 8.1.23 Requested Information Outlined in the Scope of Work and Other Additional Relevant/Supporting Information or Alternate Proposals

# EXHIBIT III – SAMPLE PRICE SHEET / FEE SCHEDULE

## SOLICITATION NO.: S37-T24616

- 1.0 Proposers shall select either Option A or Option B and/or Additional Services for the pricing model. ***If Proposer elects to offer both Option A and Option B, the Proposer must clearly label each price sheet being either Option A or Option B.***
- 1.1 Option A. The Proposer shall provide a hardware and software purchase option for the COH to conduct GPR using its own internal forces. This option shall include an identification of what the COH will need to provide, QA/QC specifications, any and all procedures for gathering and processing the data (i.e. Standard Operating Procedure's (SOP)), an option for a consulting/warranty agreement for a one year initial term with four one-year extensions (5 years total possible) at the COH's option to renew, training options for current and future COH employees, along with any and all other items needed to successfully implement the program.
- 1.2 Option B. The Proposer shall provide a proposal to offer GPR evaluation services to the COH as a contractor. The contractor shall provide all of the items identified in this document as well as ensuring that reports shall be available on a schedule agreed upon with the COH (weekly, bi-weekly, monthly, etc.). Reports shall be submitted in narrative, database, and GIS formats, QA/QC specifications, any and all procedures for gathering and processing the data (i.e. SOP'S), along with any and all other items needed to successfully implement the program.
- 1.3 Additional Services. The Proposer shall also provide qualifications and costs for additional services listed below. The COH, at its option, may purchase all, some, or none of the additional services proposed.
- 1.3.1 Proposers quoting Additional Services below shall submit qualifications, approach/methodology and costs for as many as possible of the following groups:

Item to be collected	Type of information	Estimated Inventory	Units of measure	Have Capability unit of Yes/No item	Cost per meas. or
<b>MAIN ITEM</b>					
<b>GPR assessment</b>	<b>GPR analysis</b>	<b>5500 (16,000)</b>	<b>linear miles (lane miles)</b>		
<b>ALTERNATE ITEMS</b>					
PCR score (10% of system)	score data	16,000	Lane miles		
Road profile	measurements	5,500	Linear miles		
Roadside Ditches	Inventory	2,900	linear miles		
Manholes	Inventory	72,827	each		
Water Valves	Inventory	155,272	each		
Concrete Collars	Inventory	unknown	each		
Signs	Inventory	21,419	each		
Sidewalks	Inventory	5,946.64	linear miles		
Sidewalks	Condition/ Compliance	2,765.89	Linear miles		

**RFP# S37-T24616: List of locations for GPR- Unit Testing**

Public Works and Engineering > Street & Drainage Division (SDD)

Date: May 21<sup>st</sup> 2013

1. 3700-3800 Bellfort -West bound lane(s) - Key Map 533Y
2. 5900-6000 Southlea - West bound lane(s) - Key Map 534P
3. 7600-7700 Santa Fe - East bound lane(s) - Key Map 574L
4. 1600-1700 Gessner - North bound lane(s) - Key Map 530X
- ~~5. 4100-4200 Braeswood - West bound lane(s) - Key Map 532J~~
5. 4000-4200 N. Braeswood - East bound lane(s) - Key Map 532J
6. 800-900 Dairy Ashford - North bound lane(s) - Key Map 528R
7. 1300-1400 Dallas - West bound - outer lane(s) along north side of street-Key Map 493V
8. 8500-8600 Howard Drive - Both directions - lane(s) near curbs- Key Map 535R
9. 12900-13000 McNair - West bound lane(s) - Key Map 496H
10. 500-600 Walton - North bound lane(s) - Key Map 453X